TRAIN
Prepared. On track. Online.

(TrainingFinder Real-time Affiliate Integrated Network)

User's Handbook
Version 1.0 (1/1/04)

TRAIN Montana
A Learning Management System for Public Health

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Powered by Training Finder

Table of Contents

How to Launch the TRAIN Web Site

1.   Type "**http://montana.train.org**" into the address field of your browser.

2.   The resulting page will be the **TRAIN** Member Login screen.

NOTE: If you are a first time user, you will need to "register" by following the instructions below. If you have previously registered as a member, enter your Member Login Name and Password then click the "Login" button.

How to Create Your Own Learner Record

1. Go to the **TRAIN** site.
2. Click on "Register" which appears underneath the login on the left hand side of the screen.
3. Fill out all the necessary information on the subsequent pages. Required fields are indicated with a red asterisk (*). **Do not hit the "Back" button at any time during the registration process.**
4. Answer the two secret questions at the bottom of the page with easy-to-remember, one-word answers. In the event that you forget your password, these questions will be posed as a security measure during the password retrieval process. Click "Next" when finished.
5. On the resulting page, you will be asked to provide your location, job role and additional professional information. Please select up to 3 professional roles that best match your job description. Some roles may require you to select a specialization from the adjacent drop down menu. If you select "Other," please type your specialization in the space provided. Click "Next" when finished.
6. On the resulting page, please select the 3 settings that best fit your work environment. Click "Next" when finished.
7. On the resulting page, additional demographic information will be requested. This information is not required for registration. Click "Continue" to finish registering for **TRAIN**. You are now free to enter the site.

Note: Learner information can be edited at any time following registration.

Member Login

Login Name:

Password:

Login

Register

▶ Forgot Password? Enter Login Name above and **CLICK HERE**

How to Edit Your Learner Record

1. Log on to the **TRAIN** site.

2. From the home page, click "My Account" from the "My Learning Record" box located on the right hand side of the page.

3. On the resulting page, change text and settings as needed (including your password, if desired) by clicking on either the "Details" or "My Profile" tab.

How to Search for Courses

1. Click on the "Course Search" tab, located in Navigation Tab bar at the top of the screen.

2. On the resulting page, select the appropriate criteria for your search from the menu that appears on the left hand side of the page.

3. Next, either select your search variables from the list or enter your search query in the field provided. You may select multiple variables by holding down the Control key while making your selection. Search Options List Menu

4. Click "Search" to search for your desired courses.

Note: "Advanced Search" allow you to combine several criteria in one search. For your convenience, you can also save sets of criteria for future searches by clicking the appropriate button on the Advanced Search page.

How to Register for Courses

1. Locate your desired course either using the method outlined in "How to Search for Courses" or by clicking on "Browse" to browse through the list of course selections.

2. Select the course you wish to register by clicking on the title of the course.

3. The resulting pages display additional course details.

4. To register for the course, click the "Register" button located on the "Course Details" tab or the "Registration" tab.

5. Depending on the course, you will be allowed to immediately launch the course. Otherwise, it may be necessary to wait for approval from the course provider or administrator, or there may be payment or a supplemental registration procedure.
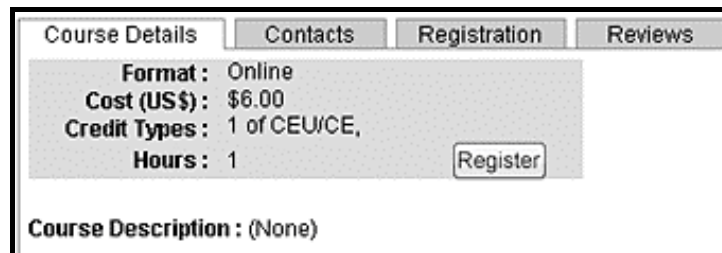
6. To launch the course, if available, click the "Launch" button. For some courses, you will need to select your desired course location. Location information is available as follows:

    a. Either select a location from the "Your Closest Locations" listing or enter a radius of miles that you are willing to travel to attend the course in the fields provided. Click "Get Locations" when finished.

    b. Click the "Map" button, if desired, to bring up a map of the course location

7. After selecting your course location (if applicable), click "Register." You may then return to the "Registration" tab to view all of the courses you are currently registered for and their session times and locations.

8. You may view reviews of your course by clicking the "Review" tab, or view the contact information for your course by clicking the "Contacts" button at any time before, during, or after the registration process.

How to Launch a Course for Which You Have Already Registered

1. Log on to the **TRAIN** site.

2. From the home page, click "My Learning" from the "My Learner Record" box located on the right hand side of the page.

3. On the resulting page, you will see a listing of all the courses for which you are registered for.

4. To launch these courses, click on its title.

5. To remove a course from your active list, click on the "Completed" button. To withdraw from a class click on the "Withdraw" button. To archive a course, to resume later, click on the "Archive" button.

How to Add Non-TRAIN Courses to Your Course Record

1. Log on to the **TRAIN** site.

2. On the home page, click "Transcripts" from the "My Learner Record" box located on the right hand side of the page.

3. On the resulting page, you will see all of the courses, which you have take listed in the "Transcripts" table.

Transcript

Click on course title to view course record

Course	Registered	Completed	Format	Score	Credit	Verified	Withdrawn
Web Design Basics	9/30/2003	Not available	Web-based Training - Self-study	%	Certificate of Attendance: 3	☐	☑
Public Health Community Preparedness for Severe Acute Respiratory Syndrome (SARS)	9/12/2003	Not available	Webstream/Archived Webcast	%	CEU/CE: 0.1	☑	☐
Anthrax: Protecting and Preparing Your Family	8/30/2003	9/30/2003	Web-based Training - Self-study	%	Not Available	☑	☐

Non-TRAIN Courses | Add |

Click on course title to view course record

Course	Started	Completed	Format	Score	Credit	Verified
Montana's Summer Institute for Public Health	6/10/2003	6/17/2003	CD-ROM	%	None Offered: 0	☑

4. To add non-**TRAIN** courses and courses you have already taken (in the past year) to your transcripts, click on the "Add" button located to the right of the "Non-**TRAIN** Courses" header.

5. On the resulting page, fill out all the necessary information, and click the "Save" button.

Non-TRAIN Course Details

* = required fields.

Title:*

Start date:*

Completion date:*

Course URL:

Course Format: CD-ROM

Other Course Format:

Course Provider Name:*

Score:

Credit Type:* None Offered

Amount:

Contact Name:*

Contact Phone:

Contact Email:

Additional Info:

How to Post a Review

1. Log on to the **TRAIN** site.

2. Locate your desired course using the steps outlined in "How to Search for Courses" above. If you would like to review a course that you are currently enrolled in, you may do so from the "My Learning" page located in the "My Learning Record" box on the right side of the **TRAIN** Home page.

Course Details | Contacts | Registration | Reviews

How do you rate the **overall quality** of this course, considering its content, organiztion, instructional methds, and use of technology?
1=Very Poor, 5=Very Good

Rating : ○ 1 Star ○ 2 Stars ○ 3 Stars ○ 4 Stars ○ 5 Stars
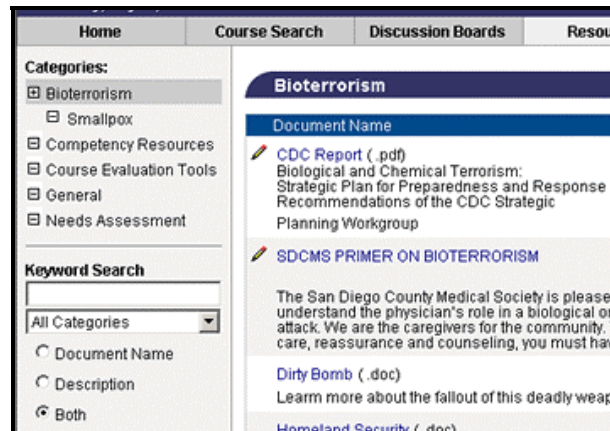
Title :

Comments :

Show name : ☑

Update | Cancel

3. Click on the title of the course you would like to review, to display the course details. On the resulting page, click on the "Reviews" tab and then the "Add" button.

4. Fill out the rating, comments, and title fields of the form.

NOTE: If you want your review to be posted anonymously, simply uncheck the "Show name" box.

How to Use the Resources Section

1. Log on to the **TRAIN** site.
2. Click the "Resources" tab in the Navigation Bar at the top of the screen.
3. On the resulting page, you have several options:

   - To locate a resource, choose from the categories listed in the menu on the left hand side of the page or use the "Keyword Search" function.
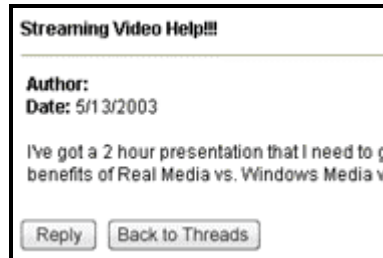

   - To read a resource document, click on the title of the document you wish to view.

4. To add a resource, click on the "Add Resource" button.

   - On the resulting page, fill in the necessary information in the fields provided.

   - Click the "HTML Mode" box to format the description with HTML.

   - To upload a document, select the "Upload Document" button, then type the path location of your document or click "Browse" your computer.

   - To create a link to a web site, select the "URL to Browse" button, and type in the address of the web site in the text field.

   - Click the "Update" button to submit the resource for approval by the state or national administrator.

How to Use the Discussion Boards

1. Log on to the **TRAIN** site.
2. Click the "Discussion Boards" tab in the Navigation Bar at the top of the screen.

3. On the resulting page, you have several options:

   - Choose a topic from the menu on the left hand side of the screen.

- Expand a discussion by clicking on the '+' next to the discussion thread.
- Click on the title to view a message.
- Click the "Reply" button to reply to a message.
- Click on the "New Thread" button to create a new thread, fill in the necessary information and click on the "Submit" button.

Streaming Video Help!!!

Author:
Date: 5/13/2003

I've got a 2 hour presentation that I need to g
benefits of Real Media vs. Windows Media v

[Reply] [Back to Threads]

What to Do if You Forget Your Password

1. Go to your **TRAIN** Login page.

2. Enter your login name in the appropriate field.

3. Below the "Register" button, at "Forgot Password?" click the "CLICK HERE" link.

4. On the resulting page, you will be asked to respond to the two secret questions, which you previously answered when registering for **TRAIN**.

5. **Your password will be displayed.** It <u>will not</u> be e-mailed to you. Retrieving your Password

Member Login

Login Name:

Password:

[Login]

[Register]

▸ Forgot Password? Enter Login Name above and
CLICK HERE

Where to Find Help

- Click the "Help" tab in the Navigation Bar at the top of the screen.
- Go to our web site at http://mphti.state.mt.us, and view our self-running Flash demos. You will need to have the Macromedia Flash Player installed on your computer to view the demos. You can download the Flash player free at http://www.macromedia.com/.

For additional help or information, contact:

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